

# **City of Milwaukee**

## **WORKPLACE VIOLENCE PREVENTION POLICY**

*Updated February 2005*

### **Policy Statement**

It is the policy of the City of Milwaukee and all of its agencies to provide a safe environment for its employees and visitors, which is free of verbal or physical intimidation, threats, or violent behavior.

The City is committed to a zero tolerance policy for incidents or threats of violence by employees, visitors, and the general public. In order to promote and support a workplace where dignity and respect are observed, the CITY OF MILWAUKEE will not tolerate any acts of intimidation, threats, or bullying. All employees are responsible for maintaining a safe work environment. All reported incidents in violation of this policy will be taken seriously and will be investigated. City employees found to have engaged in intimidating, threatening or violent behavior will be subject to discipline, up to and including discharge, for the first offense.

### **Prohibited Conduct**

The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Engaging in bullying or intimidating acts (whether directed at a specific person or not);
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Comments (even if “joking”) about violence or the possession of weapons in the workplace;
- Physical or verbal abuse;
- Stalking;
- Engaging in behavior motivated by, or related to domestic violence;
- Intentionally damaging City property or property of another employee or citizen;
- Sabotage;
- Possession or use of a weapon, firearm or dangerous instrument while on City property or while on City business is prohibited except for law enforcement personnel.

### **Reporting Requirements**

It is the responsibility of every employee to adhere to the standards set forth in this policy and to report violent, threatening, intimidating, or other disruptive behavior. The following procedure must be followed:

<b>Call 9-111:</b>	<b>If there is immediate danger.</b>
<b>Call 5522:</b>	<b>If in City Hall complex and there is no immediate danger.</b>
<b>Call 933-4444:</b>	<b>If at other City location and there is no immediate danger.</b>
	<b>(MPD Non-emergency Number)</b>

If you reasonably believe another individual’s behavior, actions or statements violate this policy but do not believe there is an immediate danger (or if you have questions about this policy) report to your supervisor, department manager, department head, or department personnel officer. You may also call Mr. Charles Coleman, Diversity and Outreach Officer (DER) at **286-6210**.

Complaint forms and additional information is available on the web by clicking the **Office of Diversity** button at: [www.milwaukee.gov/der](http://www.milwaukee.gov/der). Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report it or refuses to cooperate with the investigation.

### **Threat Assessment & Response Team**

**Purpose:** A Threat Assessment & Response Team is an ad hoc team that is convened to assess a potential workplace violence threat and to develop a management response plan.

**When Activated:** The team will typically be activated by the Director of DER or her designee at the request of a department or division head or his/her designee in response to the manager's concerns about a potential workplace violence threat and/or actual workplace violence.

**Composition:** The composition of the Threat Assessment Team will depend on the nature and origin of the reported threat. The team would typically include representatives of the department affected, the Department of Employee Relations (DER), the Police Department, the EAP, and the City Attorney's office.

### **Applicability**

All employees, regardless of their position, are covered by and must comply with this policy. For purposes of this Policy, the term "employee" shall cover current employees (civil service and non-civil service), applicants, temporary workers, interns, independent contractors, vendors, volunteers, members of boards and commissions, and elected officials.

### **Investigation**

Any reported violation of this policy will be investigated in a timely and confidential manner by staff within the Department, staff within the Office of Diversity (DER), or in appropriate circumstance, by an outside investigator. Employees are required to cooperate in investigations relating to this policy. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. The purpose of this provision is to protect the confidentiality of the complainant as well as the accused, to encourage the reporting of incidents in violation of this policy, and to protect the reputation of an employee mistakenly or wrongfully accused.

### **Action Following Investigation**

Any individual or group who endangers the physical and/or emotional health, safety and well-being of another may be subject to one or more of the following actions: Conflict resolution; counseling; administrative leave; a referral to EAP; discipline; termination; physical removal; fines and/or civil and criminal penalties as provided by law.

### **Retaliation Prohibited**

There will be zero tolerance for retaliation against an employee who has in good faith filed a complaint of a violation of this policy, or who has assisted in an investigation. Employees who report a violation of this policy, or who cooperate in an investigation in compliance with this policy and who believe they have been retaliated against should report this conduct as outlined above.